

RESIDENT HANDBOOK

A Residential Substance Abuse Recovery Program

Reconciliation to Community by Building Bridges of Restoration

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INTRODUCTION

Welcome to Covered Bridge! We are committed to providing a place where you can gain valuable tools for living a healthy and fulfilling life. The people you will be living with all have different stories, but they all share a common problem. They have used and abused drugs and alcohol and suffered serious consequences. Living together under one roof will present some real challenges and opportunities for growth. This handbook is yours and it contains the information that you need to help make your time here profitable for you. It is our prayer that you will experience God's blessing in all its fullness in the days ahead.

OUR GOAL

The goal of Covered Bridge Therapeutic Communities is to provide a safe environment where you can acquire the skills and tools that are necessary to live a healthy and fulfilling life, free from substance use and abuse.

YOUR PART

We **cannot do for you** that which only you can do.
The bottom line of that is simply this:

- You must be totally **honest** and **open**.
- A **positive attitude** and **willing cooperation** is essential.

Covered Bridge offers a spiritual program with high standards and values. Your progress, and success, will depend on your willingness to give yourself **fully** to the work of the program.

The **H.O.W** of the program can be remembered this way:

H is for Honesty

O is for Open-mindedness

W is for Willingness

You will develop your own recovery goals and community living plans with the help of the Covered Bridge staff. Progress is your responsibility and our expectation.

You have already demonstrated during the application and interview process that you are motivated to be a part of Covered Bridge. Your desire and willingness to change is commendable. We are grateful for the opportunity to work with you and we are excited about what God can and will do for you if you remain committed to Him.

PROGRAM OUTLINE

Phase 1 – The Learning Phase (6 Weeks Minimum)

During your first few weeks you will begin to learn the Biblical design for living successfully. The staff at Covered Bridge understands there is more to recovery than just the individual, and together we will explore your family background, your education, your employment history, skills that you have acquired, and your substance abuse history. Our desire is to help you improve your outlook on life and see the hope that accompanies God's individual purpose and plan for you.

You will be introduced to a new community of individuals living in a family setting. We model a home where we are eager to show respect for each other. To accomplish this goal you will need to become familiar with this handbook and the program requirements.

During the first two weeks there will be an emphasis on individual counseling time with the program director. Your participation in these meetings will determine your specific needs and establish expectations. You will also be responsible for establishing the goals for your stay.

As you further develop your goals, you will begin a job search under the care and supervision of the staff. You will continue to participate in a traditional 12 step program, group meetings and one-on-one meetings with your counselor and program director.

Phase 2 – Change (9 Weeks Minimum)

The Change Phase represents your opportunity to overcome life controlling issues that have developed in your life. You will be working to establish yourself in the community. Your outreach will include church fellowship, 12 step meeting attendance and eventually part-time work.

Phase 3 – Preparation (11 Weeks Minimum)

The purpose of the Preparation Phase is to Pray, Plan and Prepare for your future success and transition to independent living. The three P's are essential for pursuing God's will for your life.

You will continue to be involved in counseling at Covered Bridge and group meetings in the community. You will continue daily reading, reflection, journaling and personal application of the Biblical principles that accompany your twelve step work.

Phase 4 – Transition (12 Weeks Minimum)

The purpose of the Transition Phase is to allow you, with the supervision and support of the Covered Bridge staff, to begin a transition to community living. This will include developing an aftercare plan outlining your community support team, recovery maintenance plan and faith group accountability profile.

Once you have completed Phase 4, you will be a graduate of Covered Bridge!

After Care Phase

While at Covered Bridge you will be introduced to many new people through your weekly church experience. Being integrated into the church body you will have opportunities to be part of several on-going small groups. These groups will be your aftercare and circle of support and accountability when you leave Covered Bridge.

PROGRAM ESSENTIALS

While residing at Covered Bridge, the following activities are **not optional**. All other activities should be scheduled around these. If an exception must be made and a schedule conflict is unavoidable, you must notify staff as soon as possible and make arrangements for coverage of your responsibilities. Due to the importance of the program and your commitment to it, exceptions will not be allowed as a matter of course unless absolutely necessary.

- assigned studies
- daily report
- morning house devotions
- house meetings
- house chores
- dinner
- evening group Bible studies
- scheduled counseling sessions
- Celebrate Recovery
- Sunday church service

DAILY SCHEDULE

Monday thru Saturday

Prior to morning devotions, daily reports for the prior day are to be completed and handed to staff. Daily reports are described in the section PROGRAM RULES & POLICIES.

At 7:00 am (8:00 on Saturday) the house meets for **devotions and prayer** or to discuss house issues. On Monday and Friday this time will be used for a house meeting which consists of personal “check-ins”, exhortations from scripture and discussing issues relevant to the house.

After devotions, **house chores** are to be prioritized. The chore list is posted on the refrigerator, as you may have a different chore each week. If you are unable to complete your chore due to other responsibilities, you must notify the staff member on duty. It is your responsibility to communicate when you intend to complete it, or of the arrangement you have made for another resident to do your chore.

Laundry is part of your weekly chore list. If you are not working you should complete your laundry by 2:00 on the day assigned.

After chores are done, **assigned studies** are a priority. If you are not working you are expected to complete your daily assignments by 12:00 pm. Time throughout the day should be used for personal advancement or volunteering. Examples include seeking

employment, school and Bible studies, prayer, personal devotions and educational videos.

Breakfast and lunch are your responsibility. You are free to eat food provided by the house that has not been designated for the evening meal. Normally there will be a selection of cereals, eggs, cold cuts for sandwiches, soups, and often leftovers from the evening meals.

Covered Bridge is often called upon to do volunteer work in the community. Our goal in the community is to be a good neighbor and to help you learn to work together to accomplish a common task. We provide services such as yard maintenance, snow removal, construction, maintenance, painting, carpentry, plumbing, equipment repair and auto repair. Also there are usually projects to be done on Covered Bridge property which residents are expected to get involved with.

The evening meal is normally served around 5:30. Check the chore list to see what night you are responsible for cooking dinner. You must notify staff and the person responsible for cooking if you will not be at dinner.

On Friday, residents will attend Celebrate Recovery, a faith-based 12 step meeting. The meeting runs from 6:00 to 9:00 pm and transportation and dinner will be provided.

House curfew is 10:00 pm. All residents are to be in their rooms from 10:00 pm to 5:00 am. From 10:00 to 11:00 you may study, read, or chat quietly in your room. Please be considerate of other residents. At 11:00, lights are out and quiet time is observed. On Friday and Saturday, curfew is 11:00 pm and lights out is midnight.

Sunday

Sunday is to be a day of worship and rest. You are responsible to arrange transportation to and from church and to attend the entire service. No devotions, chores, or dinner are assigned on Sunday. Curfew is 10:00 pm.

PROGRAM RULES & POLICIES

What you can expect:

- genuine concern and care from the staff for your spiritual, mental, emotional, physical, and social welfare
- discipline and guidance - you will be given responsibilities and held accountable for your attitude and your progress
- opportunities for healing, change, and continued growth as a disciple of Jesus Christ

What is expected of you:

- Honesty: no game playing, denial or minimizing
- Open-mindedness: LISTEN and think about what is being said
- Willingness: be enthusiastic and eager to change

1. General Rules

- Drugs, alcohol, gambling, pornography, violence or threats of violence are not tolerated and are grounds for dismissal.
- Foul language is not permitted.
- All books, magazines, tapes, and CDs will be screened by staff.
- The house schedule and your personal schedule are important—your whereabouts are to be approved at all times by staff.
- All residents must sign out on the white board in the kitchen, indicating the time of departure, where you are going, and the time you will be back. Tell the staff person on duty of your intentions. If you are going to be late or need to go anywhere other than what is indicated on the board, you must call the house and notify staff. No exceptions.
- Thermostats and air conditioners are to be adjusted by staff only or with permission.

2. Dress Code

- You will not be permitted to wear any clothing or jewelry that promotes drugs, alcohol, violence, sex, Satanism, or the occult. Your clothing is to be clean and without excessive holes or patches.
- You are to remove your outerwear when entering the building. Place your shoes, coat and hat in the closet near the kitchen door.
- Jackets, hats, etc. are to be stored in the kitchen closet or in your bedroom, not left in the common areas.

3. Relationships

Covered Bridge values good interpersonal relationships as an important part of your recovery. However, it is our experience that focusing on relationships outside of the program has the potential to hinder your progress and growth. For that reason, we will purposely limit your contact with family, friends, and acquaintances, particularly in the beginning stages of your residency, in order to help you focus more completely on the program.

Those with whom you have a relationship should be informed of this policy and should be strongly encouraged to cooperate with it. Any questions or concerns you have can be addressed with the program director. With that in mind, the following policies are in place:

- If you are married, we will work with you toward reconciliation if possible.

- Existing relationships with the opposite sex are not to be further cultivated while residing at Covered Bridge. At the discretion of the program director, letters and phone calls may or may not be permitted.
- Relationships with the opposite sex are not to be initiated while at Covered Bridge. This includes friendships, since they have often been known to turn into improper relationships with the opposite sex.
- Relationships of any kind which are counterproductive to your recovery and your involvement in the program are not to be cultivated.

4. Mail

- Staff will receive mail from the mailbox. You are not to remove mail from the mailbox on your own—even if it is addressed to you.
- You may receive packages from home, mail order, etc. Packages are to be opened in the presence of staff.
- Outgoing mail is a privilege that can be revoked if relationship rules are violated.

5. Health and Personal Hygiene

- Showers are required daily. Hair and beards are to be clean and neat. Teeth are to be brushed at least daily.
- Each resident is to take only one shower each day, ten minute limit. Showers are to be taken between 5:30 am and 9:30 pm.
- Soap and shampoo are sometimes provided by donors but are your responsibility. You will be provided with a towel and bed linens which are your responsibility to clean.
- A physical and dental exam should be scheduled during your first 30 days.
- If you smoke, we encourage you to quit. We will do all that we can to support your decision and effort. Smoking is ONLY permitted in designated areas.

6. Visits and Leaves

- All visits and leaves are to be discussed at the weekly house meeting and approved by staff.
- No overnight leaves are permitted until after 90 days.

7. Meals and Snacks

- Every resident is assigned a night to cook. You should be sure you have what you need in advance of the day you are to cook.
- Our goal is to provide nutritious and balanced meals every day. Please keep in mind that not everyone has the same taste and every effort will be made to satisfy everyone. However, Covered Bridge is not a restaurant.
- Food and beverages, except for water, are not permitted upstairs.
- An afternoon snack is permitted before 2:30 pm. Evening snack time ends at 8:30 pm.

- If you are fasting, please notify the resident responsible for dinner in advance so that your portion will not be wasted.
- Although dishes & kitchen cleanup are assigned as a chore each day, everyone is expected to help with clean up after the meal.

8. Money

- You are expected to pay 20% of your gross income to Covered Bridge toward your room & board unless other arrangements are made with staff. This does not include gifts.
- Your financial well-being is of great importance to us. Before becoming employed we can help you develop a budget. We hope your financial planning will help reduce stress and debt that may come with increased responsibilities.

9. Your Room

- Lights, fans, radios, etc. are to be switched off when you are not in your room.
- Your room is to be kept orderly (clothing in dressers, closets, etc.) and clean at all times.
- Dirty clothing is to be placed in your laundry bag—your sheets and pillowcases to be washed once weekly according to your laundry schedule.
- Your bed is to be made neatly when you get up—not after devotions.
- You are to be in your room with lights out between the hours of 11:00 pm and 5:00 am.
- Personal property is to remain in your room and not left in the common areas.
- Do not open the windows in your room when the heat is on. Request staff to turn down the thermostat.

10. Phone Calls

- Personal phone calls may be made and received from after morning devotions until an hour before curfew.
- Personal phone calls may not exceed a total of 15 minutes a day.
- Staff has access to house phones overnight in case any emergency calls come in.
- As a rule cell phones are not permitted at Covered Bridge. Possession of a cell phone is a privilege that is earned and is permitted only when necessary for work or other extenuating circumstances. All cell phones are to be cleared with staff before you acquire one. Failure to acquire approval may result in a program fail or restriction of this privilege in the future. Cell phones are to be locked in the office while you are at the house and may not be used on the property.

11. Computers

- A resident is not permitted to have a computer at Covered Bridge.
- In certain situations such as school studies, completing medical forms, etc. arrangements can be made with the staff to have access to a computer or the internet.

12. Sickness and Medication

- While Covered Bridge staff has emergency first aid training, we are not equipped to provide ongoing medical care.
- All medications that are prescribed for you by a physician will be kept in the office.
- Please notify a staff person if you are taking over-the-counter medications (cold, allergy, pain relief, etc.).
- If you are ill you must notify staff as soon as possible. If bed rest is appropriate, you must complete make-up assignments as requested.
- Only in the event of a medical emergency will you be permitted to see a doctor immediately.
- Payment for medical services is the sole responsibility of the resident. Covered Bridge is not in any way responsible for payment of your personal medical or dental expenses.

13. Early Withdrawal from the program

- While your participation in the program is entirely voluntary, if you decide that you want to leave the program, please arrange a meeting with the program director and executive director. It is important to us that we know the reasons for your decision.
- Upon your departure, you must take ALL property with you. Any personal property abandoned by you will be disposed of at the sole discretion of the executive director.

14. Studies and Group Meetings

- Your attention and participation in group meetings is important. Completion of assigned work is expected unless other arrangements have been made.
- We will have house meetings at least once a week. This time is used to catch up with one another and to address any problems that are surfacing in the house.

15. Sunday Worship Service

- Developing a network of positive relationships is vital to your success.
- Sunday morning Church Service and Adult Sunday School attendance is required for all residents.
- Attendance at Union Baptist Church is required in phase 1. In Phase 2 and beyond you may attend a local life giving church if trust and accountability requirements are met.

16. Daily & Weekly Reports

- Every resident is required to complete a daily and weekly report form. During orientation, the specifics of completing the form will be discussed.
- Prior to morning devotions, daily reports for the previous day are to be completed and handed to the staff member on duty. Weekly reports are due on Mondays.
- The form is an opportunity to document the activities of the day as well as a spiritual and emotional check-in, somewhat like a daily journal of your progress.
- Each form will be reviewed by staff each day in order to understand where each resident is succeeding, to know better how to encourage each resident in his progress, and to address any concerns when necessary.

17. Counseling Sessions

- Your counseling sessions are an important part of the program. All dialogue is held in the strictest confidence.
- As counseling time is available the director can work with you to create a schedule of counseling sessions.

18. Laundry

- Your laundry will be washed once each week. When you arrive you will be assigned a laundry day.
- Laundry detergent will be provided. Always use the Speed Wash cycle setting on the washer.
- Wash and dry any soiled towels or dirty dish cloths left on the washing machine.
- When the weather is good, laundry is to be dried on the clothesline in order to reduce costs.
- Laundry should be completed by 2:00 pm if possible.

19. Exercise Room

- You may use the exercise room provided that your chores, studies, etc. are completed.
- Clean up and put away the equipment you use when finished.
- For safety purposes, you should have a partner when using free weights.

20. Aftercare

- You can expect the following:
 - You should be employed and have a safe and appropriate place to live. You will have connected with and become a part of the life of a local church.
 - You will be encouraged to stay connected with a mentor.
 - You will be encouraged to continue to attend Sunday Worship Service. Sunday school, faith group and Celebrate Recovery.

CHORE DESCRIPTIONS

Covered Bridge is your home. Each resident is expected to take interest in the cleanliness and upkeep of the house. This includes putting dishes in the dishwasher, washing kitchen towels and dishcloths with your laundry, emptying the trash and recyclable materials when you notice they are full, and cleaning up messes you notice. Within that context, each resident is assigned responsibility for completing a house chore each day.

1. Dishes & Kitchen & Coffee

- Before the evening meal, set the table for dinner.
- After the meal, clear the table, rinse dishes, load and start the dishwasher, and wash pots and pans in the sink.
- Store leftovers in the proper containers.
- Scrub the sink with cleanser and rinse, wipe down all surfaces, and clean the stove, oven, and microwave inside and out.
- Sweep and mop the floor.
- Empty the dishwasher and put away the dishes when the cycle is complete. Do not wait until morning.
- Thoroughly clean the coffee stand, coffee pots, and coffee maker in the sunroom.

2. Bathrooms

- First and second floor bathrooms are to be cleaned thoroughly.
- Complete all the tasks on the bathroom checklist hanging on the bathroom door.
- Cleaning supplies and paper products may be found under the kitchen sink, in the cabinet outside the second floor bathroom, or in the supply room in the basement.
- When completed, initial each block on the checklist.
- The bathroom must be inspected and each block on the checklist must be initialed by the resident who will be cleaning the bathroom the next day. If not available, ask a staff member. This chore is not considered complete until the checklist is countersigned.

3. Vacuum

- Vacuum all carpeted areas on the first and second floors, including the sunroom, living and dining room, floor mats, both stairways, both upstairs hallways, the second floor office, and your bedroom.
- Clean all vacuum filters after each use.

4. Basement

- Sweep the basement steps and floors.
- Wipe down the washer, dryer, and countertops.
- Empty the trash in the laundry area.

5. Porches / Plants

- Sweep front porches and steps, the front walkway, and the back deck. Shovel snow off the porches and de-ice as needed.
- Water all houseplants and plants on the back deck. Remove dead leaves from plants and the surrounding areas.

6. Trash & Recycling

- Take all trash and recyclable materials from the kitchen to the barrels behind the house.
- Make sure trash and recycling are sorted properly in the barrels. One barrel is for trash, one is for paper products, and one is for plastic and metal.
- Take the barrels to the end of the driveway prior to morning devotions.
- After the barrels have been emptied, return them to the back yard.

7. Wood Floors: Use the Swiffer mop and cloths to wipe down both wood floors and pick up the dirt with a dustpan.

8. Dusting horizontal surfaces, including furniture, cabinets, doors and jambs, heat registers, window sills, baseboards, picture frames, lamps, and overhead light fixtures.

9. Windows: Use window cleaner and paper towels to clean the inside of the windows on the first floor. Check glass door panels for smudges and fingerprints and clean as needed.

10. Refrigerators & Freezers: Remove and discard food that has expired and clean the dishes. Wipe down the inside and outside of the refrigerators and freezers.

KITCHEN & FOOD RULES

1. Store all food in proper containers in cabinets, refrigerators or freezers. Countertops are to be clear.
2. Do not place any open drinks in the refrigerator.
3. Besides the evening meal, each resident is to wash, dry, and put away all dishes used, or else rinse them and put them in the dishwasher. Do not leave dishes in or around the sink.
4. Never cut food on the countertop without the use of a cutting board.
5. Clean the sink, countertops, microwave, and stove after each use.
6. Wipe up spills immediately.
7. When kitchen trash or recyclable materials are full, take them to the barrels behind the house.
8. Grease is to be poured off into a tin can, allowed to cool, and disposed of in the trash.
9. Cleaning supplies are stored under sink.

10. Put soiled towels and dirty dish cloths on top of the washing machine in the basement.

AUTOMOBILE POLICY

Possession and use of an automobile is a privilege that is earned and is permitted only in rare cases when necessary for work or other extenuating circumstances. Normally only Phase 2 residents will be considered. The following rules apply to vehicle use:

1. The vehicle must be currently inspected and insured as required by state law.
2. Vehicles are to be parked in a designated parking area only.
3. A set of keys (door/trunk and ignition) is to be given to Program Director.
4. Vehicle privileges are to be approved before arranging a vehicle purchase. Your ability to maintain, insure, and finance the vehicle must be demonstrated beforehand.
5. No mechanical repairs are to be done on Covered Bridge property without prior staff approval.
6. Vehicles are subject to search at any time by staff without your prior permission.
7. Your vehicle must be removed from the property upon leaving Covered Bridge residency unless prior arrangements have been made with staff.
8. All parking tickets, traffic violations, and accidents are to be immediately reported to staff.

GROUND FOR DISMISSAL OR SERIOUS DISCIPLINARY ACTION

The following actions and attitudes are serious and will result in consequences, which could include discharge from Covered Bridge:

1. Violation of program policies, house rules or guidelines
2. Direct disobedience of a staff member
3. Use or possession of alcohol or drugs, including prescription drugs not monitored by staff
4. Refusing to provide a urine sample within 2 hours of staff request
5. Any threats of violence or abuse toward anyone
6. Physical fighting of any kind
7. Violation of any law, conditions of probation, furlough or parole
8. Manipulation, conning, deceit, or lying
9. Stealing or taking property without prior permission
10. Willful destruction of property including vandalism and graffiti
11. Falsifying a daily report or log or signing in or out for another resident in his absence
12. Refusing to follow case plan or work on personal issues with the program director or in group counseling
13. Refusal to do assigned tasks and fulfill Covered Bridge requirements
14. Violating curfew

DISCIPLINARY ACTIONS

The specific discipline imposed will depend on the nature of the offense. Consequences will be determined appropriately. You have specific rights if you feel that consequences are not appropriate. See the RESIDENT RIGHTS POLICY and GRIEVANCE PROCEDURE.

RESIDENT RIGHTS POLICY

Covered Bridge strictly prohibits any form of abuse to its residents. Any staff member or volunteer who has knowledge of an incident of abuse will immediately report the incident to the executive director. This includes situations in which a volunteer or staff member receives a resident complaint that alleges abuse in any form or has reason to believe that abuse has taken place.

Any alleged incident of abuse will be handled according to the requirements of the law. The staff member or volunteer will submit a written report of the alleged incident within 24 hours to the Executive Director. The incident will be investigated thoroughly by staff and appropriate action will be taken to resolve the incident.

Specific Resident Rights

1. The right to give informed consent or to refuse treatment or medication and to be advised of the consequences of such a decision
2. The right to be heard through the grievance process
3. The right to a safe environment
4. The right to confidentiality
5. The right to verbal explanation of these rights and handbook content if the resident has trouble understanding what is written
6. The right to leave the program and to be counseled regarding the consequences and potential consequences of such a decision

GRIEVANCE PROCEDURE

Residents have the right to be heard for any complaint. If a resident is grieved by any situation or event that is contrary to the rules, policies or guidelines in this handbook, the following steps should be taken:

1. Report the grievance to a staff member for resolution.
2. If the grievance has not been resolved to your satisfaction, you may report the grievance to the executive director.
3. If the situation is still not resolved you should give the executive director a written explanation that will be reviewed at the next staff meeting. If necessary, there will be further investigation. Staff will then meet with you to discuss any findings and a possible course of action if necessary.

EMERGENCY EXIT PLAN

1. In the event of a fire or house emergency, the person discovering the situation must notify everyone in the house to leave through the nearest safe exit.
2. If possible, close doors and windows behind you.
3. Everyone is to meet in front of the house for roll call.
4. Staff on duty will check rooms before exiting whenever possible.